



## Staff Report

**Report Title: Hiring Report May**

**Prepared By: Leanne Scott, Human Resources Generalist**

**Department: CAO**

**Date: May. 15, 2023**

**Report Number: CAO-2023-05-16**

**File Number: C11 CAO23**

### **Attachments:**

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### **Recommendation:**

That the Township of Huron-Kinloss Council hereby approves Report CAO-2023-05-16 prepared by Leanne Scott, Human Resources Generalist and authorizes and confirms the hiring of the Summer Students listed below and the Workforce Development Coordinator position and further authorizes the by-law to come forward.

### **Background:**

The current Hiring Policy, By-Law 2022-137 Schedule H, Selection and Promotions states Senior Managers have discretion to hire casual and student employees, contract employees require the approval of the CAO and Further that the Municipal Council will be kept informed of all hiring and staffing decisions that are made by the Chief Administrative Officer and the Senior Managers.

### **Discussion:**

#### **Summer Student Positions**

We advertised during the months of January and into May for our Summer Student positions, using multiple media sources, the Township website, Facebook, newspapers, Indeed, college websites and HK-Connect newsletter. Interviews for the Parks Maintenance, Day Camp Leader and Tourism & Events student positions were conducted in May. We are looking for candidates that have good communication skills and a demonstrated work/volunteer history that highlights teamwork and a positive attitude. Below is the list of the students recently hired, which give us a full complement of summer students.

Rebekah Ballagh

Parks Maintenance

Tessa Neitzel

Day Camp Leaders

Hailey VandenHogan

Tourism & Events Student

### **Workforce Development Coordinator**

This position is funded through the Women in Construction program and will be a full time fixed term contract for 10 months. We advertised this position on our Website, Facebook, Twitter and Newspapers. We received 2 applications and interviewed both candidates on April 26<sup>th</sup>. The successful applicant for this position would have previous experience or knowledge about workforce development, the ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision. They must have knowledge in trades industry and a willingness to work flexible, varying hours, including evenings and weekends as needed. Jason Wilson has previous experience with this type of position and was the successful candidate. Jason will start May 16<sup>th</sup>, 2023 for a term ending March 31, 2024.

### **Financial Impacts:**

Included in the 2023 operating budget and the Women in Construction program funding.

### **Strategic Alignment / Link:**

We are an accessible community that offers opportunities for everyone By being open and transparent.

### **Respectfully Submitted By:**

Leanne Scott, Human Resources Generalist

### **Report Approved By:**

Mary Rose Walden, Chief Administrative Officer